Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160008-2

c 2 deleted Prior to FY Report

SECRET
Classification

REPORTS INVENTORY

SRB 031 A

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

FY SEPARATION SUMMARY

2. TYPE OF REPORT: ✓ STATISTICAL; ✓ NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: X PERSONNEL; TRAINING; ADMIN, GENERAL; LOGISTICS; SECURITY; OTHER (specify); MEDICAL; FINANCE

4. NO. OF COPIES PREPARED: 7

5. FREQUENCY (weekly, monthly, quarterly, etc.): ANNUALLY

6. DISTRIBUTION (No. of components not number of copies): 17

7. FORMAT (memorandum, form computer print-out, etc.): FORM

8. ADP PROCESSING: YES; X NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR

10. PREPARING COMPONENT (include lowest level contributing information to report)

OP/CO/SRB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

F4 Grade Dist - 101 F -

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS06-3	4.21		170.0		715.70		1		715.70

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: 715.70

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Discontinued in July 1970; it was counted in the Reports Inventory to reflect the amount of money per report which was spent during Fiscal Year 1970.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

- RETAIN AS IS
- CHANGE
- ✓ DISCONTINUE
- OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
170	715.70

15. DATE OF INVENTORY: 10-9-70

16. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25X1

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FORM 112

(22-36-43)

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